



Providing information technology services to California  
Health and Human Services Agency Departments

CALIFORNIA STATE GOVERNMENT  
*Arnold Schwarzenegger, Governor*

CALIFORNIA STATE GOVERNMENT – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

# CEA

## **CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT -PENDING APPROVALS- DEPARTMENT OF PERSONNEL ADMINISTRATION (DPA) STATE PERSONNEL BOARD (SPB)**

**DEPARTMENT:** Health and Human Services Data Center (HHSDC)

**POSITION TITLE:** CEA II, Administrative Services Division, Deputy Director  
(2 YEAR LIMITED TERM)

**SALARY:** \$ 7,302 - \$ 8,051

**FINAL FILING DATE:** MAY 21, 2004  
Applications must be postmarked by the final filing date.

**INTERVIEW DATE:** Interviews are tentatively scheduled to begin June 7, 2004.

### **POSITION DESCRIPTION:**

Under the general direction of the Chief Deputy Director of the Health and Human Services Data Center (HHSDC), the Administrative Services Deputy Director is responsible for daily operations of all HHSDC Administrative functions. These functions include: Budget Branch, Accounting Branch, Human Resources Branch, Administrative Operations Branch (Business Services, Quality Assurance and Management Analysis, Security and Risk Management), Acquisition Services Branch, and the Rates and Cost Recovery Branch. The Administrative Services Deputy Director is also responsible for the service rate structure, billing systems and all related departmental policy and processes.

### Role in Setting Major Department Wide Policies

At the second organizational level, this position serves as a key member of the Executive Director's strategic planning and executive management team. The Deputy Director is responsible for defining, developing and implementing administrative policy that is essential to HHSDC's ability to accomplish its mission and goals. The Deputy Director is responsible for developing and implementing all fiscal-related policies that impact over 194 customer departments, Agency departments, and 58 counties. This includes, but is not limited to, developing and implementing a service rate structure, billing systems, IT acquisitions (hardware/software), project budgeting, etc. This position has overall policy responsibility for Human Resources Branch and the Administrative Operations Branch which includes oversight of the HHSDC's state-of-the-art security system that ensures building security for the largest computer room in the state.

**EXAMINATION INFORMATION**

The examination process will consist of an application and qualifications evaluation by the departmental evaluation committee. Applicants will be required to provide examples of their experience by demonstrating how they meet each of the minimum and desirable qualifications. The minimum qualifications and desirable qualifications will be used as the evaluation criteria to competitively assess the qualifications of the applicants. Interviews may only be conducted with the most qualified applicants. Qualified applicants will be ranked competitively and notified of their results on the employment list.

The results of this examination will not be used to fill subsequent vacancies.

**MINIMUM QUALIFICATIONS**

Applicants are required to have permanent California State civil service status and must meet the following qualifications for the CEA category. (Persons who are employed by the Legislature for two or more consecutive years under Government Code Section 18990, or employed by the Executive Branch for at least two consecutive years in a non-elected status, are eligible to apply.)

- 1) Ability to perform administrative and policy influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:
  - a) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of contract and finance administration and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem-solving; principles and practices of policy formulation and development; personnel management; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet the objectives.
  - b) Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, vendors and the Legislature; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.
- 2) The required knowledge and ability is expected to be obtained from the following kinds of experience; experience may have been paid or volunteer, in State service, other government settings or in a private organization.
- 3) Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.
- 4) Applicants must have permanent California State civil services status or meet the requirements of Government Code Sections 18990 or 18922, and satisfy the minimum qualifications.

**DESIRABLE QUALIFICATIONS**

- Knowledge of the Health and Human Services Data Center (HHSDC) customer base and the projects supporting those customers.
- Management/administrative/project experience working with multi-levels of state government including the execution and/or evaluation of program policies.
- Ability to plan, organize and work with multi-disciplinary professional and administrative staff to analyze impact of infrastructure changes, procedures and practices required by stakeholders.
- The incumbent should possess experience and knowledge of project policy development and project management, including the ability to develop department policy with statewide impact.
- Relevant managerial, administrative and supervising experience, and experience in implementing quality initiatives or high-involvement practices through state and contracted staff.
- Work effectively in a team environment that places emphasis on customer satisfaction, both internal and external, or on removing hierarchical barriers and reducing bureaucracy.
- Understanding of the importance of good customer service and the necessity for effective communication to meet customers' business needs.

**APPLICATION INFORMATION**

All interested applicants must file a standard state application (Form 678) and a resume to the address below:

Health and Human Services Data Center  
Human Resources Branch, Attention: Tammy Ervin  
P.O. Box 168025  
Sacramento, CA 95816

**Applicants must provide examples of their experience, which demonstrate how they meet each of the minimum qualifications and desirable qualifications on the application/resume or on a separate document.**

**Applications must be postmarked by the final filing date. Do not send application or resume via e-mail or fax.**

**Please indicate on the application Exam Code: 4HW04**

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

Questions concerning the examination should be directed to Tammy Ervin at (916) 454-7299. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929; from voice phones: 1-800-735-2922. Please visit our website at <http://www.hhsdc.ca.gov>